

Responsible Office: NASA Office of Equal Opportunity Programs
Subject: OEOP Accomplishment Reports Preparation and Approval



Office of Equal Opportunity Programs
Affirmative Employment and Diversity Policy Division

Office Work Instruction

OEOP Accomplishment Reports Preparation
and Approval

Approved by: _____ Original signed by _____
George E. Reese
Associate Administrator
Office of Equal Opportunity Programs

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DOCUMENT HISTORY LOG

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Baseline		1-19-00	

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1. Purpose

The purpose of this procedure is to establish and define steps to be followed for the preparation, approval, and submission to EEOC of the Annual Minorities and Women (M/W), and Individuals With Disabilities (IWD) Accomplishment Reports.

2. Scope and Applicability

- 2.1 This OWI covers the steps followed by Code EI staff, and Code E senior management in the preparation, approval, and submission to EEOC of the annual accomplishment reports on the employment of minorities and women, and individuals with disabilities.
- 2.2 This OWI applies to OEOP at NASA Headquarters.

3. Definitions

- 3.1 AA – Associate Administrator
- 3.2 AR – Accomplishment Report
- 3.3 Code CIC – Headquarters Correspondence Management Office, Office of Headquarters Operations. This office reviews all documents that require the Administrator's signature. The review is performed for format, style, and substance.
- 3.4 Code E - Office of Equal Opportunity Programs
- 3.5 Code EC – Discrimination Complaints Division, Office of Equal Opportunity Programs
- 3.6 Code EI - Affirmative Employment and Diversity Policy Division, Office of Equal Opportunity Programs
- 3.7 Code EU – Minority University Research and Education Division, Office of Equal Opportunity Programs
- 3.8 Code F - Office of Human Resources and Education
- 3.9 Code G - Office of the General Counsel
- 3.10 Code M - Office of Space Flight
- 3.11 Code R - Office of Aero-Space Technology

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- 3.12 Code S - Office of Space Science
- 3.13 Code Y - Office of Earth Science
- 3.14 Code Z - Office of Policy and Plans
- 3.15 DAA – Deputy Associate Administrator
- 3.16 DD – Division Director
- 3.17 EES – Equal Employment Specialist. This is the professional staff member responsible for the preparation of the respective AEP.
- 3.18 EEOC – U.S. Equal Employment Opportunity Commission. This is the Federal agency that has oversight responsibilities for equal employment opportunity and affirmative employment in the Federal Government.
- 3.19 MD – Management Directive
- 3.20 MD 713 and 714 – Management Directives issued by EEOC. These documents present the substance and format requirements for the preparation of the multi-year AEP and accomplishment reports.
- 3.21 OEOP - Office of Equal Opportunity Programs (Code E)
- 3.22 NHQ Form 117 - Action Document Summary (ADS) - This document is required by the Office of the Administrator and contains a brief description of the document for which signature by the Administrator is sought, as well as signature blocks for requested concurrence(s).
- 3.23 S - Secretary

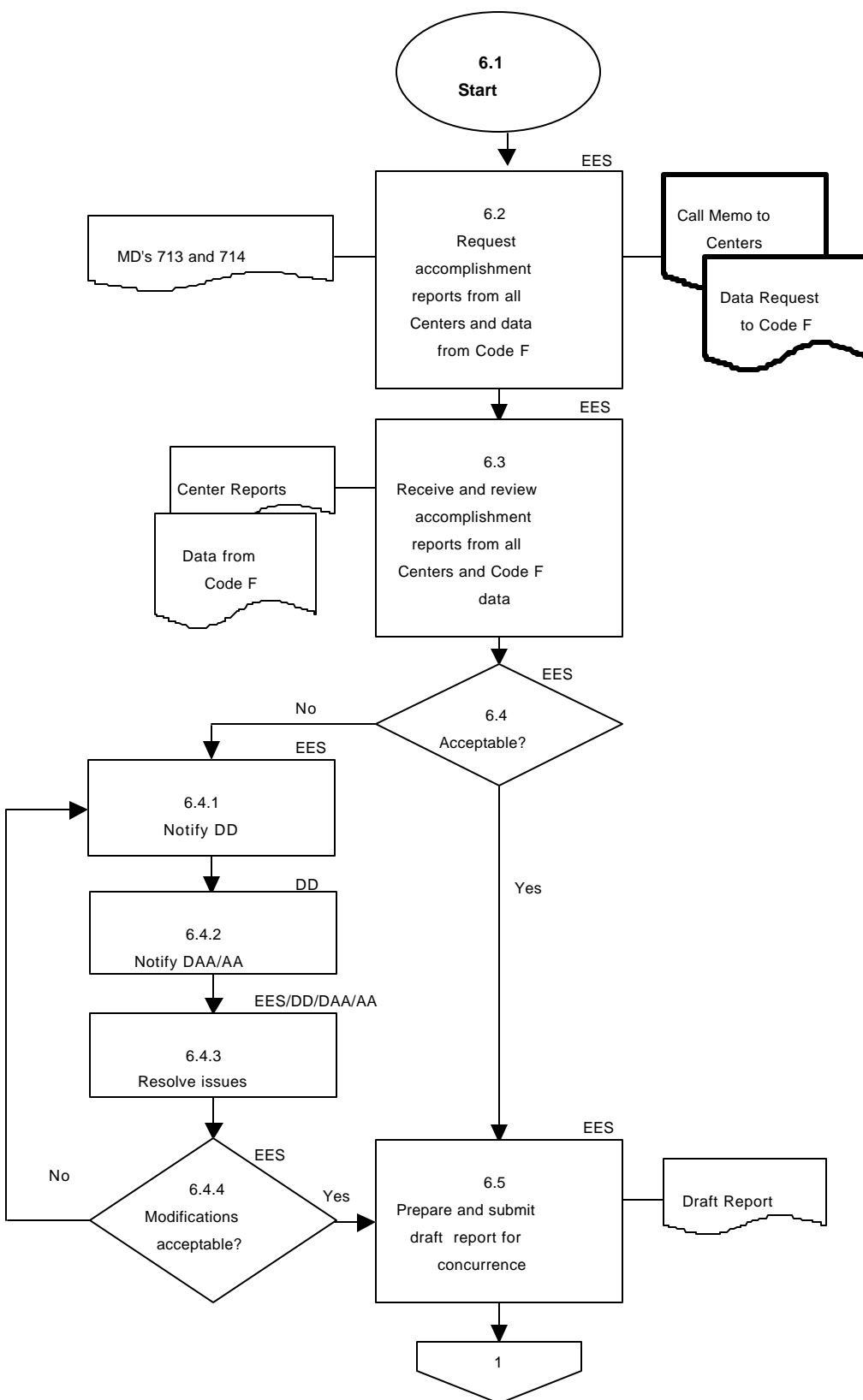
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4. References (Available in hardcopy only)

- 4.1 EEOC MD 713 . MD 713 contains the requirements and specifications for the preparation and submission of the Annual Accomplishment Report for Individuals With Disabilities.
- 4.2 EEOC MD 714. MD 714 contains the requirements and specifications for the preparation and submission of the Annual Accomplishment Report for Minorities and Women.

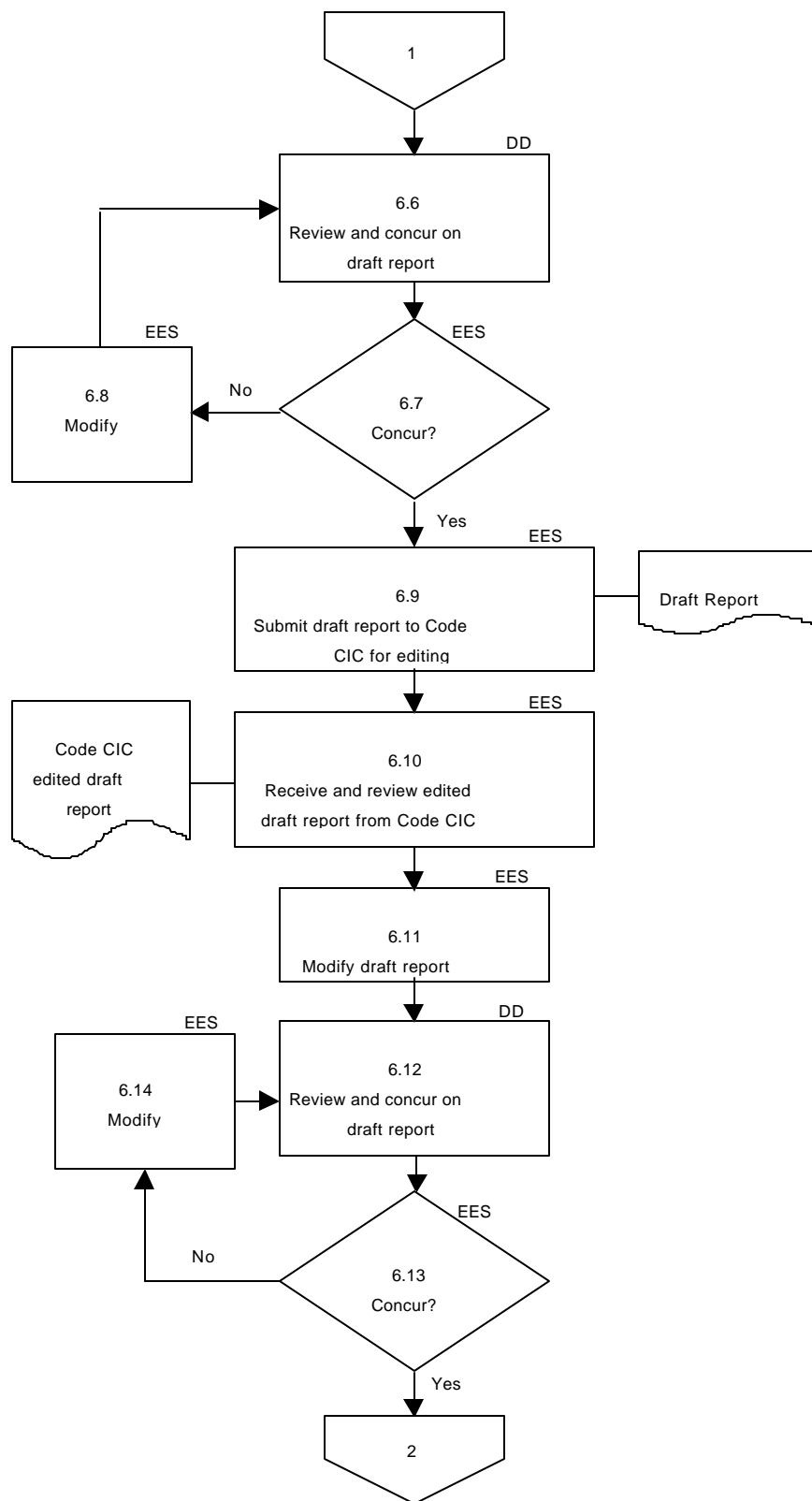
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5. Flowchart

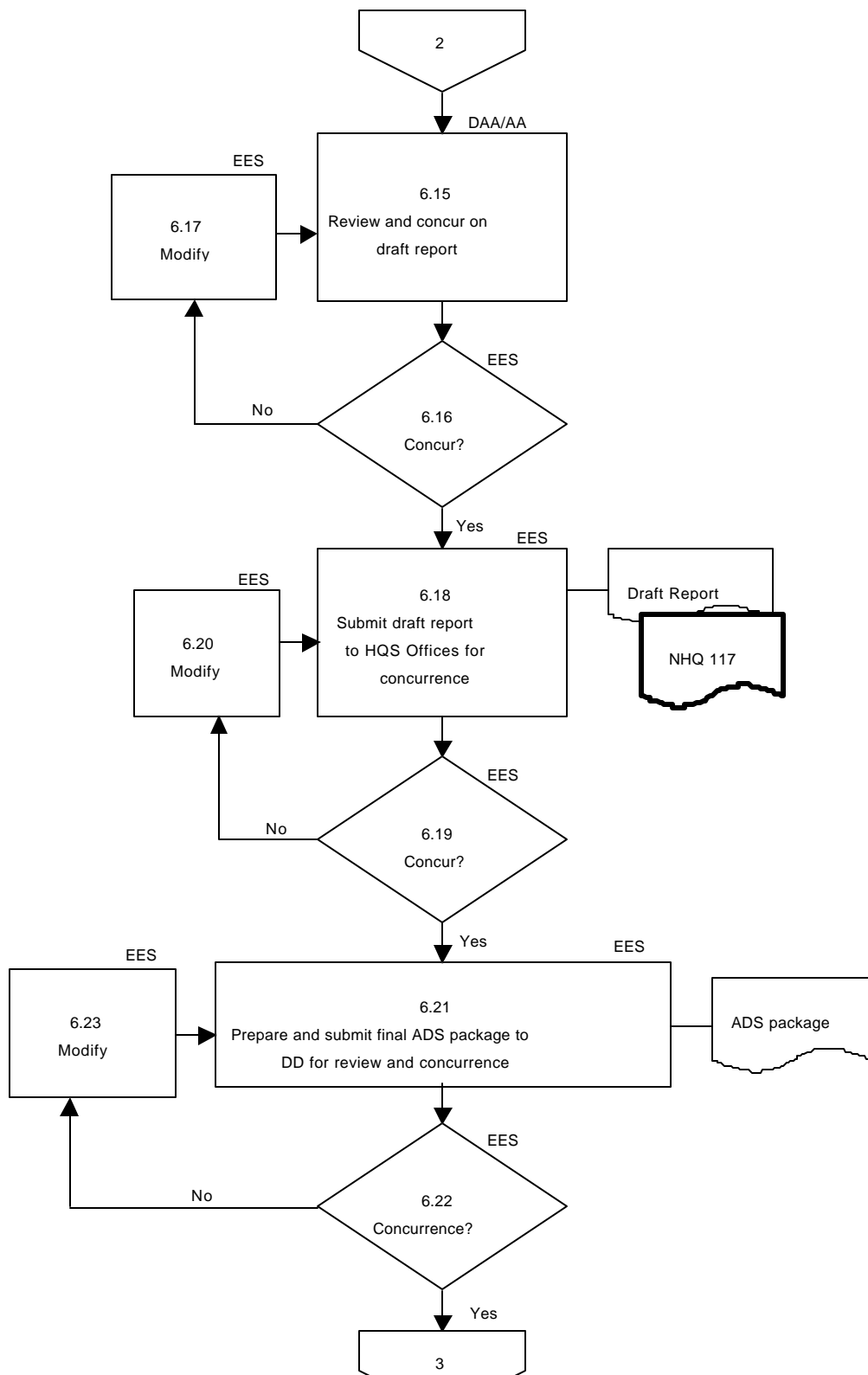


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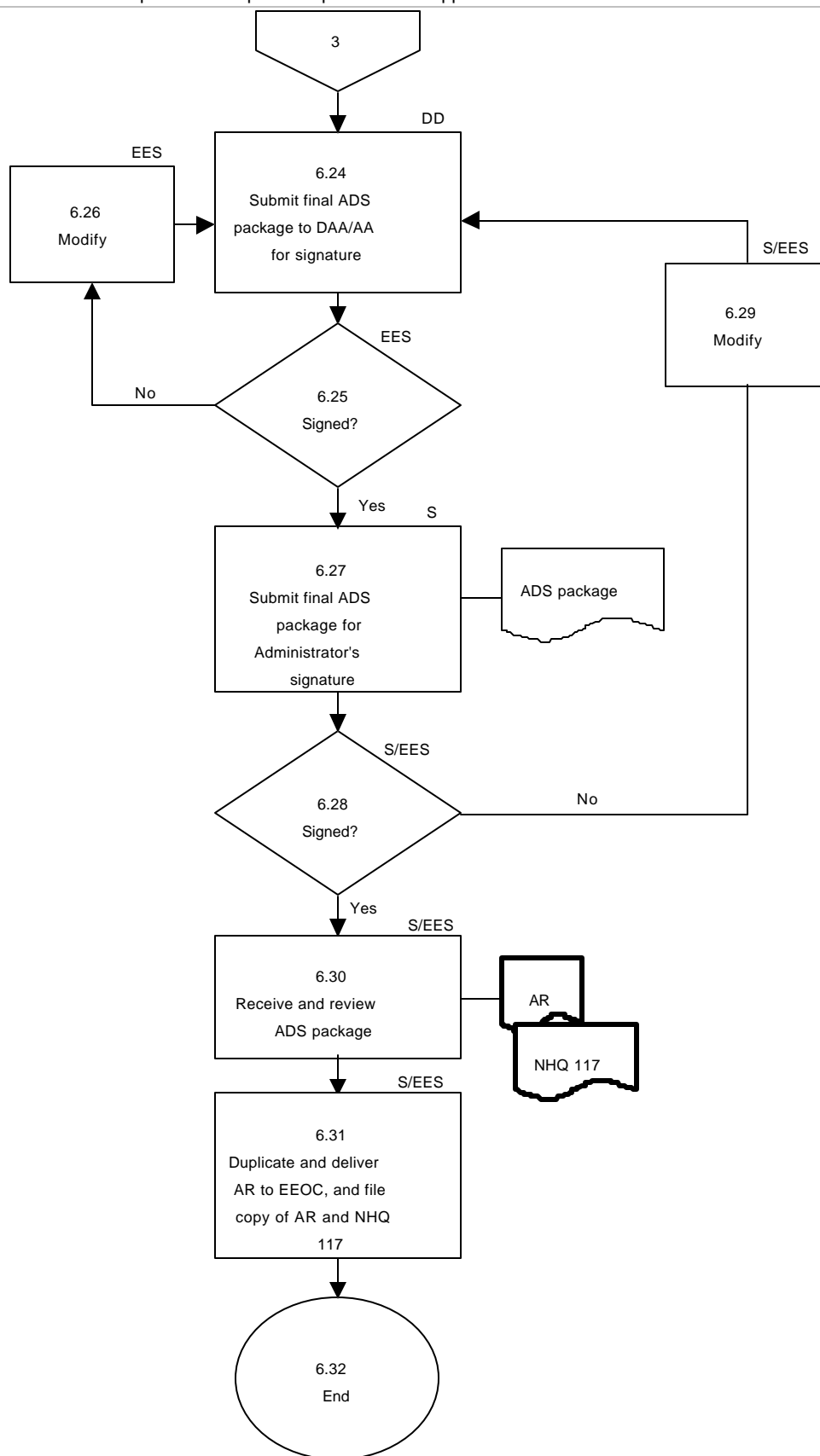
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6. Procedure

<u>Start</u>	<u>Actionee</u>	<u>Action</u>
6.1	Code E	Start
6.2	EES	The EES prepares and the Code EI Division Director signs a written request to each NASA Center for accomplishment reports covering previous fiscal year activities, with deadline for submission. The call memo is retained as a quality record. A written request is also prepared by the EES, signed by the AA, and issued to the AA for Code F calling for the previous fiscal year 's statistical data. For the report covering Individuals With Disabilities (MD 713), the requested data includes workforce representation statistics by specific disability codes, covering such activities as hiring, training, promotions, losses, for full-time and part-time permanent, and temporary employees. A similar request is made from Code F for the Minorities and Women report (MD 714). The call memos are retained as quality records.
6.3	EES	EES receives and reviews the Centers' reports and Code F data.
6.4	EES	EES determines whether they are acceptable. If the submissions are acceptable, proceed to 6.5.
6.4.1	EES	If submissions are unacceptable, the EES notifies the DD.
6.4.2	DD	In turn, the DD notifies the DAA/AA.
6.4.3	EES/ DD/ DAA/ AA	The issues that made the submission(s) unacceptable are communicated to the appropriate submitting office and resolution is achieved between either the EES, or Code E management in the person of the DD or DAA/AA, and the submitting office.
6.4.4	EES	EES receives and reviews modifications resulting from the resolutions reached at 6.4.3. If the modifications are acceptable, proceed to 6.5. If the modifications are not acceptable, proceed to 6.4.1.

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6.5	EES	The draft AR is prepared and submitted to the DD for review and concurrence.
6.6	DD	The draft AR is received and reviewed by the DD for concurrence.
6.7	EES	If DD concurs, proceed to 6.9.
6.8	DD	If DD does not concur, requested modifications are prepared. Proceed to 6.6.
6.9	EES	The draft AR is submitted to Code CIC for editing. This review covers format and style, and is critical to the final stages of approval.
6.10	EES	The edited draft AR is received from Code CIC and is reviewed for changes.
6.11	EES	Modifications to the draft AR are made based on Code CIC input in the edited draft AR.
6.12	EES	The draft AR, with modifications based on Code CIC review, is submitted to the DD for review and concurrence.
6.13	EES	If concurrence is obtained, proceed to 6.15.
6.14	EES	If concurrence is not obtained from DD, modifications are made based on DD review. Proceed to 6.12.
6.15	AA/ DAA	The draft report, with DD concurrence, is received and reviewed by AA/DAA for concurrence.
6.16	EES	If concurrence is obtained, proceed to 6.18.
6.17	EES	If concurrence from AA/DAA is not obtained, modifications are made based on AA/DAA input. Proceed to 6.15.
6.18	EES	The draft AR with NHQ Form 117 is submitted to Codes F, G, M, R, S, Y, and Z for review and concurrence. The NHQ Form 117 is retained as an interim quality record.
6.19	EES	If concurrence is obtained from all the codes, proceed

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		to 6.21.
6.20	EES	If concurrence from all the Codes is not obtained, prepare modifications and/or resolve differences. Proceed to 6.18.
6.21	EES	After concurrence from all the Codes is received, an ADS package is prepared and submitted to the DD for concurrence. The ADS package contains the AR, a Form 117 for each Code showing concurrence from respective AA/DAA, a copy of the incoming call letter from EEOC, and the edited draft AR received from Code CIC.
6.22	EES	If concurrence is obtained from the DD, proceed to 6.24.
6.23	EES	If concurrence is not obtained from DD, prepare modifications and proceed to 6.21.
6.24	DD	ADS package (AR and NHQ 117) is submitted to AA/DAA for signature of AR.
6.25	EES	If AR is signed by AA/DAA, proceed to 6.27.
6.26	EES	If AR is not signed by AA/DAA, prepare modifications. Proceed to 6.24.
6.27	S	The AR and NHQ 117 are submitted to the Administrator for signature.
6.28	S/EES	If AR is signed, proceed to 6.31.
6.29	S/EES	If AR is not signed, resolve issues and prepare modifications. Proceed to 6.24.
6.30	S/EES	Receive and review ADS package. A copy of the AR and NHQ 117 (Final) are retained as a quality records.
6.31	S/EES	Duplicate signed AR, deliver one copy to EEOC, file copy of AR and NHQ 117, and distribute AR to appropriate offices.
6.32	Code E	End

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7. Quality Records

Record Identification	Owner	Location	Record Media: Electronic or Hard Copy	Schedule Number and Item Number (NPG 1441.1C)	Retention/Disposition
Data request to Code F	EI	Code EI	Hardcopy	Schedule 3, Item 50, Section D	Destroy when 3 years old, or when superseded or obsolete, whichever is applicable.
Call memo to Centers	EI	Code EI	Hardcopy	Schedule 3, Item 50, Section D	Destroy when 3 years old, or when superseded or obsolete, whichever is applicable.
NHQ 117 (Interim)	EI	Code EI	Hardcopy	Schedule 1, Item 25	Remove from related records and destroy or delete when work is completed or when no longer needed for operating purposes.
AR	EI	Code EI	Hardcopy	Schedule 3, Item 50, Section A4	Destroy 5 years from date of report.
NHQ 117 (Final)	EI	Code EI	Hardcopy	Schedule 3, Item 50, Section A4	Destroy 5 years from date of report.